



DEPARTMENT OF THE NAVY  
NAVAL MEDICAL RESEARCH CENTER DETACHMENT  
LIMA, PERU  
UNIT NUMBER 3800  
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCDINST 5401.1  
8 January 2003

NMRCD INSTRUCTION 5401.1

From: Officer-in-Charge  
To: Distribution List No. 2

Subj: TRANSFER OF DETACHMENT REPORTS

Ref: (a) U.S. Navy Regulations, 1990, Article 0807, Revised 21  
Feb 1999

1. Purpose. To provide guidance and assign responsibilities for the management of transfer of detachment reports filed in accordance with reference (a) under transfer of command reports protocol.

2. Cancellation. NAMRID Instruction 5401

3. Background. Reference (a), requires reports to be filed incident to the transfer of command. For the purposes of this instruction, command will be understood to mean this detachment. A report of transfer of command listing any unsatisfactory conditions within the command having the potential to affect safety, well-being, readiness, fiscal integrity or command performance, and specifying a proposed plan to correct them. The officer succeeding to command will endorse this report. The officer assuming command will report the actual transfer of command as part of his or her endorsement.

4. Action. Transfer of command reports will be forwarded in accordance with reference (a). In this detachment's case, reports will be sent to Naval Medical Research Center within 90 days of the date of transfer of command.

5. Responsibilities.

a. The Administrative Officer in consultation with the OIC will, upon the notification of the transfer of an OIC, compile a complete and up to date command history. This document will include any special strengths or weaknesses the detachment may possess. To aid in the smooth transfer of command and serve as a source for information as the new OIC may require readily, the Transfer of Detachment Report will also include the following information. This list is not all inclusive.

(1) Ongoing studies, research and projects; proposed and pending studies, research and projects.

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(2) List of point-of-contacts, phone numbers and related information that may be relevant to maintaining professional contacts and relationships desirable to the operation of the detachment.

(3) Current description of mechanical, structural and maintenance status of all NMRCD grounds, equipment and buildings. Special problems, future requirements, proposals, current contracts, improvements pending, plant property records and MLSR lists for familiarization.

(4) Personnel status. Special needs, requirements, problems.

(5) Miscellaneous. All subject matter that may affect this detachment's mission, such as morale, fiscal needs, political considerations, goals, etc.

b. This report is to be submitted to the outgoing OIC two weeks prior the arrival of the new OIC. After signature of the OIC, a copy of the Transfer of Detachment Report will be forwarded to NMRC within 90 calendar days, a copy filed, and the original presented to the new OIC at his convenience.

  
J. P. BURANS